



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

PLACE: Kings Park Library
9000 Burke Lake Road
Burke, VA 22015
(703) 978-5600

TIME: 7:00 P.M.

DATE: October 14, 2015

6:30 PM - RECEPTION

7:00 PM - FRIENDS' CHOICE AWARDS

LIBRARY BOARD OF TRUSTEES MEETING AGENDA

SPECIAL PRESENTATION: Liz Clements

SPECIAL PRESENTATION: Reston Town Center North Update

I. PUBLIC COMMENT

1. Jennifer McCullough, President, Fairfax County Public Library Employees' Association

II. MINUTES – September 2015

III. VICE CHAIR'S REPORT

- A. Opening Remarks
- B. Chantilly (France) Students Visit

IV. COMMITTEE REPORTS

- A. Library Foundation – Willard Jasper
- B. Finance Committee – Karrie Delaney
- C. Ad Hoc MOU Committee – Miriam Smolen
- D. Planning Committee – Priscille Dando

V. DIRECTOR'S REPORT

A. Executive Summary

1. Approved FY 2016 State Aid Budget (Attachment 1, Page 1)
2. FY 2015 Budget Carryover Report
3. FY 2017 Budget Requirements for Fund 30030, Library Construction (Attachment 2, Page 3)
4. FY 2017 – FY 2021 Capital Improvement Program (CIP) (Attachment 3, Page 11)
5. Kingstowne Library Update
6. Kings Park Library / Burke Centre Library Updates
7. Summer Reading Program 2015 (Attachment 4, Page 15)
8. Fairfax County Holiday Schedule 2016 (Attachment 5, Page 17)
9. Fairfax County Public Library Holiday Schedule 2016 (Attachment 6, Page 19)
10. Rotary Donates \$2,000 to Patrick Henry Library (Attachment 7, Page 21)

VI. CONSIDERATION ITEM – None

VII. ACTION ITEM - None

VIII. ROUNDTABLE

INFORMATION ITEMS

- Monthly Statistical Snapshot, June thru August 2015
- Incident Report – July thru September 2015



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

September 4, 2015

To: Public Library Directors

From: Carol Adams, Assistant Director
Library Development and Networking Division

Subj: Approved FY2016 State Aid Budget

Thank you for responding on time with your proposed state aid budgets for FY2016. Enclosed is your approved state aid budget. If you have any questions about the *Instructions for the Expenditure of State Aid Grants*, which you received earlier, please feel free to contact me at (804) 692-3774 or via e-mail at carol.adams@lva.virginia.gov. We strongly recommend that your quarterly state aid allocations be documented upon arrival via EDI or check and that state aid be spent first to avoid any losses at the end of the fiscal year or penalties for the next year.

Please remember that a copy of your FY2015 library audit (or CAFR) for fiscal year ending June 30, 2015, is due by November 30, 2015. If your audit will not be completed by this date, please let me know as soon as possible.

Audits are included in the "Requirements Which Must Be Met In Order To Receive Grants-In-Aid." Your state aid payment(s) will be held until your audit has been received. The audit should be sent to **ATTN: Paranita Carpenter, Library Development and Networking Division, The Library of Virginia, 800 East Broad Street, Richmond, VA 23219-8000**. If your audit is available in electronic format, you may send a link to the web page where your audit is posted or e-mail the document to paranita.carpenter@lva.virginia.gov.

Budget revisions for FY2016 will not be accepted after June 30, 2016. You are limited to three (3) revisions, so please keep in mind that you should only submit budget revisions for major changes in your state aid budget. Revisions may be submitted via e-mail to Paranita Carpenter or by fax at (804) 692-3771.

800 East Broad Street
Richmond, Virginia 23219

www.lva.virginia.gov

804.692.3500 phone
804.692.3976 v/tty

FY2016 BUDGET FOR THE EXPENDITURE OF STATE AID

Library: Fairfax County Public Library

	REQUESTED BUDGET	REVISED BUDGET (Limit three (3) per fiscal year, if necessary)		
Books and Materials	<u>498,839.00</u>	<u> </u>	<u> </u>	<u> </u>
Salaries (1)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Internet Access (2)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Equipment (3)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Furniture	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Supplies (4)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Other (5)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Contractual Services (6)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Fellowship (7)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Attach Application Forms	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTALS	<u>498,839.00</u>	<u> </u>	<u> </u>	<u> </u>

*Includes 190,070. OK
special appropriation 8/18/15*



7/24/15

Carol C. Adams

8/18/15

Signature of Library Director

Date

Budget Approved, Library Development

Date

NOTE: This section is to be used for any revisions made after your initial approved state aid budget has been returned to you. Please refrain from submitting more than 3 budget revisions if possible during the current fiscal year.

Revised Budget Initials of Library Director:

Initial/Date

Initial/Date

Initial/Date

Revision Approved, Library Development:

Initial/Date

Initial/Date

Initial/Date

To avoid delays in receiving state aid funds, two (2) copies of this form with original signatures must be received by the Library of Virginia no later than August 1, 2015. Return forms to ATTN: Paranita Carpenter, The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-8000. Please complete the next page containing supplementary information.



County of Fairfax, Virginia

Attachment 2

MEMORANDUM

DATE: September 11, 2015

TO: Joseph M. Mondoro, Acting Chief Financial Officer/Director
Department of Management and Budget

FROM: Ronald N. Kirkpatrick, Deputy Director
Department of Public Works and Environmental Services
Capital Facilities

SUBJECT: FY 2017 Budget Requirements for Fund 30030, Library Construction

Attached are the FY 2017 Budget Requirements (Narrative, Fund Statement and Project Listing) for Fund 30030, Library Construction. All projects included in this request are included in the Adopted Capital Improvement Program for Fiscal Years FY 2016 - FY 2020, unless otherwise noted.

Additionally, as noted in the February 2014 recommendations of the Joint Infrastructure Financing Committee, it is important for the County to appropriately fund the operations and maintenance budgets associated with infrastructure assets; and it is important to identify a funding mechanism for capital infrastructure replacement and upgrade requirements. This important funding consideration is needed to address significant issues that include maintenance of County infrastructure and building systems, including innovative building and site elements related to sustainable development; preventive maintenance for structured parking and other transportation facilities; and maintenance of landscaping at County facilities.

SUMMARY OF REQUEST

Project Number	Project Name	Priority	Amount
LB-000009	Pohick Regional Library	1 In Progress	\$ 0
LB-000011	Tysons-Pimmit Regional Library	2 In Progress	\$ 0
LB-000008	John Marshall Community Library	3 In Progress	\$ 0
LB-000010	Reston Regional Library	4	\$ 0
5G25-011-000	Library Feasibility Studies (Kingstowne Regional	5	\$ 0

Department of Public Works and Environmental Services
Capital Facilities

12000 Government Center Parkway, Suite 449
Fairfax, VA 22035-0052

Phone: 703-324-5800, TTY: 1-800-828-1120, Fax: 703-324-4365
www.fairfaxcounty.gov/dpwes



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	Library, Center for Active Adults and Lee District Supervisor's Office)		
XXXX	Tysons Library (Redevelopment Proffer)	6	\$ 0
XXXX	Mosaic District Library	7	\$ 0
TOTAL			\$ 0

* The priority level for these projects has been determined by the Library Administration.

Attachment: As Stated

cc: Robert A. Stalzer, Deputy County Executive
Edwin S. Clay, Library Director, Fairfax County Library Administration
James W. Patteson, Director, Department of Public Works and Environmental Services
Martha Reed, Budget Manager, Department of Management and Budget
Brad Melton, Director, Utilities Design and Construction Division, Capital Facilities
Julie Cline, Director, Land Acquisition Division, Capital Facilities
Carey F. Needham, Director, Building Design and Construction Division, Capital Facilities
Seema Ajrawat, Chief, Administrative Services Branch, Capital Facilities

RNK/cf/G: \PDD\BUDGET\Annual Submissions\FY 2017 Annual Submission\Capital\Narratives\Working Versions\FY 2017 Fund
30030(302).doc

FUND 30030 LIBRARY CONSTRUCTIONS
NARRATIVE
FY 2017 REQUIREMENTS FOR EXISTING AND NEW PROJECTS

Library Projects

LB-000009 Pohick Regional Library (Priority #1) \$0

Funding in the amount of \$5,000,000 was approved in the Fall 2012 Library Bond Referendum for the Pohick Library and allocated to the project at FY 2013 Third Quarter Review. Based on the completed feasibility study, the Total Project Estimate (TPE) is \$7,100,000. An increase of \$2,100,000 was approved at FY 2014 Third Quarter from the funding balance in the completed Dolley Madison Library project to increase the TPE from \$5,000,000 to \$7,100,000. The project is currently in construction and scheduled to be completed in September 2016.

LB-000011 Tysons- Pimmit Regional Library (Priority #2) \$0

Funding in the amount of \$5,000,000 was approved in the Fall 2012 Library Bond Referendum for the Tysons-Pimmit Library and allocated to the project at FY 2013 Third Quarter. Based on the completed feasibility study, the Total Project Estimate (TPE) is \$5,610,000. An increase of \$610,000 was approved at FY 2014 Third Quarter from the funding balance in the completed Dolley Madison Library project to increase the TPE from \$5,000,000 to \$5,610,000. The project is currently in design with construction scheduled to start in March 2016 and be completed in June 2017.

LB-000008 John Marshall Community Library (Priority #3) \$0

Funding in the amount of \$5,000,000 was approved in the Fall 2012 Library Bond Referendum for the John Marshall Library and allocated to the project at FY 2013 Third Quarter. Based on the completed feasibility study, the Total Project Estimate (TPE) is \$6,300,000. An increase of \$1,300,000 was approved at FY 2014 Third Quarter from the funding balance in the completed Dolley Madison Library project to increase the TPE from \$5,000,000 to \$6,300,000. The project is currently in design with construction scheduled to start in September 2016 and be completed in September 2017.

LB-000010 Reston Regional Library (Priority #4) \$0

No appropriation of funds is requested. Funding in the amount of \$10,000,000 was approved in the Fall 2012 Library Bond Referendum for the design and construction of the Reston Library. This library is included in the current Reston Town Center North Master Plan study, which is evaluating the various County and Inova properties in the Reston Town Center North (North County Study) block that includes the Library block. This study is expected to lead a phased redevelopment of BOS properties to maximize the development

potential and also meets the needs of the community. Replacement of the existing Reston Regional Library is one of the County facilities being considered in the study as a priority. Additional funding may be required for the project dependent on the final master plan, and ensuing development agreements. Funding to support the campus infrastructure cost share associated with the Public Private Partnership aspect of this project will be required to be reallocated by the end of FY 2016. Refer to Fund 30010 – General Construction and Contributions, Project 2G25-079-000 North County Study – Reston Town Center North for additional detail.

5G25-011-000 Library Feasibility Studies (Kingstowne Regional Library)
(Priority #5)

\$0

No appropriation of funds is requested. The original Library Feasibility Studies project included four library studies: Tysons Pimmit, Pohick, John Marshall, and Reston Libraries. Tysons Pimmit, Pohick, and John Marshall are completed. The Reston Library is on hold since it is dependent on the results of the Reston North Town Center study, which is working towards a redevelopment plan for the area including the Reston Regional Library. The funding for the design and construction of the four libraries was approved in the 2012 Library Bond Referendum. Funding in the amount of \$100,000 has been identified from the current \$148,523 balance in the Library Feasibility Studies for a feasibility study to define the scope and cost for a new combined Kingstowne Regional Library, Center for Active Adults and Lee District Supervisor's Office on the Board of Supervisors owned property. This project is included in the long-term section of the CIP, and is currently considered by Library Administration as a near term project. An unsolicited PPEA was previously proposed by a developer, but a final agreement could not be reached; therefore a new library is needed to provide library services for the rapid population growth in the Kingstowne area. The Kingstowne Regional Library is listed in Table H – County Bond Referendum of the CIP for the 2022 Bond Referendum. Due to its outlying year for full funding, the feasibility study is on hold to insure that the study accurately reflects the needs when funding is available.

XXXX Tysons Library (Priority #6)

\$0

No appropriation of funds is requested. As part of the Tysons redevelopment, the County is engaged in proffer negotiations with a developer for a new 19,000 SF Tysons Library within a multi-use commercial retail/office building to address library service needs for the rapid growth projected for the Tysons area. A funding request in a future budget cycle is anticipated to address any project funding gap. The amount will be dependent upon the final proffers and development agreement.

XXXX Mosaic District Library (Priority #7)

\$0

No appropriation of funds is requested. The Mosaic District Library is not

currently included in the CIP. Library Administration has identified the Mosaic District Library as a long term CIP priority and should be incorporated into the FY 2017 CIP. As part of the ongoing redevelopment at Merrifield a new library is needed to address the library services in the rapid growth projected for this new urban area. Opportunities to include a library as part of a new development should be considered. If not part of a proffer of development agreement, funding in a future budget cycle is anticipated to fund the design and construction of this project.

Total FY 2017 Funding Requirements

\$0

FUND STATEMENT

Fund 30030, Library Construction

	FY 2015 Actual	FY 2016 Adopted Budget Plan	FY 2016 Revised Budget Plan	FY 2017 Advertised Budget Plan
Beginning Balance	\$12,664,832	\$0	\$8,305,984	\$0
Revenue:				
Sale of Bonds ¹	\$0	\$0	\$25,000,000	\$0
Total Revenue	\$0	\$0	\$25,000,000	\$0
Total Available	\$12,664,832	\$0	\$33,305,984	\$0
Total Expenditures ²	4,358,847.98	\$0	\$33,305,984	
Total Disbursements	4,358,847.98	\$0	\$33,305,984	\$0
Ending Balance³	\$8,305,984	\$0	\$0	\$0

¹ The sale of bonds is presented here for planning purposes only. Actual bond sales are based on cash needs in accordance with Board policy. On November 6, 2012, the voters approved a bond referendum in the amount of \$25 million to renovate the next four priority library facilities that include Pohick, Tysons Pimmit, Reston and John Marshall libraries.

² Capital projects are budgeted based on total project costs. Most projects span multiple years, from design to construction completion. Therefore, funding for capital projects is carried forward each fiscal year, and ending balances fluctuate, reflecting the carryover of these funds.

FY 2017 SUMMARY OF CAPITAL PROJECTS

Fund 30030, Library Construction

Project Name	Project	Total Project Estimate	Prior Year Actual Expenditures	Current Year Adopted Budget	Adopted + Carryover + Out of Cycle	Adjustments to Carryover	Carryover Revised Budget	FY2017 Advertised Submission	Comments
Contingency - Bonds	5G25-057-000		-	-	1,795,690.02	-	1,795,690.02		
Contingency - General Fund	5G25-009-000		-	-	910,704.87	-	910,704.87		
Feasibility Studies - Library Facilities	5G25-011-000	399,925.00	261.85	-	148,261.08	-	148,261.08		
John Marshall Community Library-2012	LB-000008	6,300,000.00	68,029.91	-	6,231,775.65	-	6,231,775.65		
Oakton Community Library-2004	LB-000002	6,465,000.00	274,202.70	-	79,861.22	-	79,861.22		
Pohick Regional Library-2012	LB-000009	7,100,000.00	215,884.11	-	6,753,757.66	-	6,753,757.66		
Reston Regional Library-2012	LB-000010	10,000,000.00	-	-	10,000,000.00	-	10,000,000.00		
Tysons Pimmit Regional Library-2012	LB-000011	5,610,000.00	182,147.18	-	5,422,385.74	-	5,422,385.74		
Woodrow Wilson Community Library-2004	LB-000007	7,500,317.00	3,618,322.23	-	1,962,945.67	-	1,962,945.67		
Total:		43,375,242.00	4,358,847.98	-	33,305,381.91	-	33,305,381.91		



County of Fairfax, Virginia

MEMORANDUM

DATE: August 21, 2015
TO: Distribution
FROM: Martha Reed *MR*
 Capital Programs Coordinator
 Department of Management and Budget
SUBJECT: FY 2017 – FY 2021 Capital Improvement Program (CIP)

Last year some agencies were asked to brief the County Executive concerning their CIP program and project priorities. The County Executive has asked that several agencies update those briefings and provide a status of their programs. Agencies with support from General Obligation bond funds will be the primary agencies asked to present. You will be contacted directly if you need to prepare a briefing. In addition to these scheduled meetings, I am asking all agencies to submit the following information by October 15th:

CIP Submission (Updates for active Projects)

- A copy of the FY 2016 Adopted CIP narrative updated for FY 2017. If possible, please use "track changes" option in Word for updates. You can download the Word version from the DMB website, or request an email copy from me. The web address is: <http://fairfaxnet.fairfaxcounty.gov/Dept/DMB/Pages/Capital.aspx>
- Please remember to review and revise your agency goals, program description, current program initiatives, and current project descriptions. When updating the project description section, please highlight for deletion any projects that are complete and require no funding in FY 2017 or beyond.
- Updated Bar charts only if you manage your own projects (DPWES will provide cashflow and bar charts to DMB directly for the projects they manage). DPWES cashflow documents should be submitted to DMB by October 15th also.

New Projects and future project planning

- Please review your agency's Long term project list and assign a priority ranking to each project (Priority 1-10, if there are 10 projects included), and add or delete projects from the list if appropriate (also available on the website or via email). This is different from previous years where the ranking was 1-4 and departments could have multiple projects ranked as 1. This year I am asking that all projects be ranked in order of importance/need. The agencies that are meeting with the County Executive this year will have the opportunity to discuss their project priorities.
- Please provide updates to the project detail sheets published in the FY 2016 CIP for each project on the long term list. If your agency is proposing to add a new project, please complete a new project detail.

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- DPWES will continue to help update the total project cost estimates located on the Long Term Project Lists and Project Detail Sheets.

Below is an outline of the anticipated calendar of events:

THE CIP CALENDAR	
October 2015	Several Departmental Meetings with the County Executive and CIP submissions due to DMB
December 2015	CIP Recommendations discussed with County Executive
January/February 2016	CIP decisions and draft documents shared with agencies
February 20156	Advertised CIP released with Advertised Budget
March 2016	Formal Presentations to the BOS and PC; Public Hearings with PC
April 2016	Public Hearings with BOS, CIP Adoption

Should you have any questions concerning the CIP process or calendar, please contact Martha Reed at 703-324-4062. Thank you again for helping make this a successful process.

Annual Submission Instructions
Capital Improvement Program (CIP)
Page 3

Distribution:

Robert A. Stalzer, Deputy County Executive
Patricia Harrison, Deputy County Executive
David J. Molchany, Deputy County Executive
Joe Mondoro, Acting Director, Department of Management and Budget (DMB)
Fred Selden, Director, Acting Department of Planning and Zoning (DPZ)
James Patteson, Department of Public Works and Environmental Services (DPWES)
Joe LaHait, DMB
Carey Needham, DPWES
Teresa Lepe, DPWES
Ron Kirkpatrick, DPWES
Seema Ajrawat, DPWES
Chris Caperton, DPZ
David Bowden, Park Authority (FCPA)
Michael Baird, FCPA
Sam Clay, Fairfax County Public Library (FCPL)
Katie Strotman, FCPL
Jeannette Cummins Eisenhour, Community Services Board (CSB)
Lisa Witt, CSB
Michelle Wilhelm, Department of Neighborhood and Community Services
Hossein Malayeri, Department of Housing and Community Development
Elizabeth Hagg, Office of Community Revitalization
Bob Bermingham, Juvenile and Domestic Relations District Court
Nancy Lake, General District Court
Denise Spencer, Circuit Court and Records
Ray Vanneman, Office of the Sheriff
Major Gun Lee, Police Department
Laurie Stone, Fire and Rescue Department
Jose Comayagua, Jr., Facilities Management Division (FMD)
Mark Albimino, FMD
Mark Moffet, Department of Vehicle Services
Jeffrey Kent, Wastewater Planning & Monitoring Division, DPWES
Trong Nguyen, Solid Waste, DPWES
Joyce Doughty, Solid Waste, DPWES
Steve Aitcheson, Solid Waste, DPWES
Tom Biesiadny, Department of Transportation (DOT)
Michael Lake, DOT
Todd Minnix, DOT
Randy Bartlett, Stormwater Management
Cathy Wenk, Stormwater Management



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

October 7, 2015

Summer Reading Program 2015 – Report for the Library Board of Trustees

The perennially successful Summer Reading Program (SRP) grew in popularity in 2015. This year, we saw an increase in the number of participating children and teens. Also, the number of kids and teens who finished the program (came into a library branch to pick up a coupon book prize) increased from last year. Here is a summary:

Preschool to grade 6 starts	45,483 (up 2,134 from last year)
Preschool to grade 6 finishers	21,676 (up 1,434)
Teen starts	9,235 (up 1,253)
Teen finishers	3,890 (up 779)
Total starts	54,718 (up 3,387)
Total finishers	25,566 (up 2,213)

Support for the SRP came from the Friends of the George Mason Regional Library (\$50,000 for family and school age events), the Friends of the Kings Park Library (\$7,500 for teen events and materials/prizes for the Teen Cover Art Contest – see below), the Fairfax Library Foundation (\$17,000 for some family events plus coupon booklet printing) and the rest of our wonderful Friends groups. In addition, the Friends of the Tysons-Pimmit Regional Library gave a special donation for system programming that was used to fund a wildly successful evening for kids, teens and adults: “Star Wars Celebration,” an event at Rocky Run Middle School featuring author John Jackson Miller as well as many attendees in incredibly realistic *Star Wars* costumes.

Summer events included programs with live animals, music, dance, puppets and more. The attendance statistics are as follows:

Family programs	102 events, 8,401 attended
School age programs	77 events, 6,107 attended
Teen programs	22 events, 409 attended

This year we ran two popular contests for teens: our annual “For Love of Country” essay/poetry contest and – for the second year in a row – a “Teen Cover Art Contest.”

Our sponsors for this year, besides those mentioned above, included (new sponsors in *Italics*):
Bob Evans

(continued on page 2)

Clay Café Studios
D.C. United
Domino's Pizza
Doodlehopper 4 Kids
Eye Level Tutoring Centers
Fairfax County Park Authority (9 different coupons)
Giant Food
GMU Soccer, Basketball, and Football
KinderCare
Krispy Kreme
Lava Yogurt
McDonalds
Michaels Arts & Crafts
Mount Vernon Estate, Museum & Gardens
Noodles & Co.
Northern VA Regional Park Authority
Potomac Nationals
The Rappaport Companies
Rita's Italian Ice
Shadowland Laser Adventures
Shake Shack
Six Flags
Splashdown Waterpark
Victory Comics
Yogurt City

These sponsors provided valuable coupons for free and reduced price items and fun summer and fall activities.

I would like to thank the Board of Trustees for its continued support of the Summer Reading Program. Please contact me if you have any questions, comments, or ideas regarding the SRP.

Sincerely,

Ted Kavich
Program & Educational Services Manager
703-324-8685
ted.kavich@fairfaxcounty.gov



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

DATE: September 23, 2015

TO: Department Heads
Payroll Contacts

FROM: Susan Woodruff *Susan Woodruff*
Human Resources Director

SUBJECT: Holiday Schedule – Calendar Year 2016

As approved by the Board of Supervisors on September 22, 2015, the following holidays shall be observed by the County during calendar year 2016. **Please note that Friday, December 23, will be a full day holiday, thanks to Supervisor Gross and the Board of Supervisors.**

<u>HOLIDAY OBSERVED</u>	<u>DAY</u>	<u>DATE</u>
New Year's Day	Friday	January 1, 2016
Martin Luther King, Jr.'s Day	Monday	January 18, 2016
George Washington's Day	Monday	February 15, 2016
Memorial Day	Monday	May 30, 2016
Independence Day	Monday	July 4, 2016
Labor Day	Monday	September 5, 2016
Columbus Day	Monday	October 10, 2016
Veterans Day	Friday	November 11, 2016
Thanksgiving Day	Thursday	November 24, 2016
Day after Thanksgiving	Friday	November 25, 2016
Christmas Eve (full day)	Friday	December 23, 2016
Christmas Day	Monday	December 26, 2016

Department of Human Resources
Office of the Director

12000 Government Center Parkway, Suite 270
Fairfax, VA 22035-0035

Phone: (703) 324-3448 TTY: (703) 222-7314 Fax: (703) 324-3945
E-mail: HRCentral@fairfaxcounty.gov

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County of Fairfax, Virginia

Attachment 6

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

FAIRFAX COUNTY PUBLIC LIBRARY CLOSINGS HOLIDAY SCHEDULE

Calendar Year 2016

Holiday Observed	Day	Fairfax County Public Library	Fairfax County Government
New Year's Day	Friday	January 1, 2016	January 1, 2016
Martin Luther King Jr.'s Day	Monday	January 18, 2016	January 18, 2016
George Washington's Day	Monday	February 15, 2016	February 15, 2016
Easter	Sunday	March 27, 2016 Branches closed	(Sunday not a County holiday)
Memorial Day	Monday	May, 30, 2016	May 30, 2016
Independence Day	Monday	July 4, 2016	July 4, 2016
Labor Day	Monday	September 5, 2016	September 5, 2016
Columbus Day	Monday	October 10, 2016	October 10, 2016
Veterans Day	Friday	November 11, 2016	November 11, 2016
Thanksgiving Day	Thursday	November 24, 2016	November 24, 2016
Day After Thanksgiving	Friday	November 25, 2016	November 25, 2016
Christmas Eve (full day)	Friday	December 23, 2016	December 23, 2016
Christmas Day	Sunday	December 25, 2016 Branches closed	(Sunday not a County holiday)
Christmas Day	Monday	December 26, 2016	December 26, 2016

Subject:

FW: Rotary Donates \$2,000 to Patrick Henry Library

On Sep 9, 2015, at 12:52 PM, Ryan, Nancy R <Nancy.Ryan@fairfaxcounty.gov> wrote:

FYI – just wanted you to know we again were the recipients of \$2,000 from the Rotary Club of Vienna.

Donna and I enjoyed lunch at the Rotary Club of Vienna's meeting today and were presented with a check for the library. Here is the text of the little thank you I gave:

I have brought with me today, Donna Heneberry. She supervises the shelving of all of the materials returned each day. She and her department are unsung heroes of the library – last month her staff of 8 part-timers re-shelved over 38,000 items so that they would be easily accessible for the next checkout. I would now like to use the words of popular, award winning author, Neil Gaiman, to express my thanks to the Rotary Club for your continued support of the Patrick Henry Library. He gave a speech entitled "Why our future depends on libraries, reading and daydreaming" in October of 2014

He wrote: "A library is a place that is a repository of information and gives every citizen equal access to it. That includes health information. And mental health information. It's a community space. It's a place of safety, a haven from the world. It's a place with librarians in it. What the libraries of the future will be like is something we should be imagining now.

I do not believe that all books will or should migrate onto screens: as Douglas Adams once pointed out to me, more than 20 years before the Kindle turned up, a physical book is like a shark. Sharks are old: there were sharks in the ocean before the dinosaurs. And the reason there are still sharks around is that sharks are better at being sharks than anything else is. Physical books are tough, hard to destroy, bath-resistant, solar-operated, feel good in your hand: they are good at being books, and there will always be a place for them. They belong in libraries, just as libraries have already become places you can go to get access to ebooks, and audiobooks and DVDs and web content."

I suspect that many of you here today may agree with Mr. Gaiman's suggestions, and I truly appreciate that you are so generous in supporting the work we do at the Patrick Henry Library. This coming year in addition to the continued emphasis on early literacy for children, we are expanding our offer of special educational and social events for adults, including offering live streaming of TED Med talks in our meeting room and a special presentation AARP called Life Reimagined, a class created to help those who want to evaluate where they are, and then set a course to follow their heart. Your generous donation will allow us to offer innovative and creative services to the community of Vienna.

-Nancy

Nancy Ryan
Branch Manager
Patrick Henry Library 101 Maple Avenue East Vienna, VA 22180-5794

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INFORMATION ITEMS

Memorandum

July 10, 2015

To: Library Management Staff

From: Doug Miller, ^{SP}SP&CRS
Martha Sue Hess, SP&CRS

Subject: Monthly Statistical Snapshot, June 2015
FY2015 Year-End Summary

Attached is the monthly statistical snapshot for June 2015 as well as the FY2015 Year-End Statistical Summary.

- Circulation for FY2015 is 6% below FY2014 levels.
For FY2015 there was a change in methodology to only include customer transactions. Previously this number had captured transactions related to internal branch processes and new items distributed from Technical Operations.
- Library visits for FY2015 are 4% below FY2014 levels.
- As noted in previous snapshots, the library has transitioned the signup for public Internet PCs from Pharos to SAM/Comprise. Beginning with the January 2015 snapshot the number of "Internet SignUps" formerly provided by Pharos, was replaced by the number of "Internet Sessions" now provided by SAM. Since the new system is tracking usage differently, any comparison between previous Pharos data for "Internet SignUps" and SAM data for "Internet Sessions" would be greatly dissimilar and highly misleading.
- Several branches experienced power outages, phone problems, and computer issues during the month.

Please call Strategic Planning and Customer Research Services if you have any questions.

Monthly Statistical Snapshot

June 2015

Site	Circulation	
	June	% Change ¹ Cumulative FY14 - FY15
OVD	98,402	30%
RR	65,512	-11%
CH	62,784	-11%
PO	54,148	-9%
CE	51,041	-12%
FX	46,543	-10%
GM	41,965	-13%
KP	37,641	-12%
PH	35,942	-12%
TY	33,388	-14%
SH	31,277	-13%
DM	29,930	-11%
OK	28,953	-7%
BC	25,152	-11%
KN	21,795	-11%
RB	20,984	-12%
TJ	19,126	-14%
HE	18,048	-10%
JM	15,400	-17%
MW	14,831	-12%
LO	12,085	-17%
GF	11,509	-14%
WW	8,770	3%
AS	2,111	N/A
FCPL	1,086,618	-6%

Site	Door Count	
	June	% Change Cumulative FY14 - FY15
FX	39,964	-13%
RR	38,078	-4%
CH	30,745	* 2%
PO	29,848	-3%
CE	28,792	-5%
GM	23,243	-5%
SH	22,799	-6%
TY	22,572	-6%
KP	21,797	-3%
PH	19,579	-3%
RB	18,535	1%
DM	16,384	-5%
BC	15,524	9%
KN	15,482	-4%
HE	15,128	6%
OK	13,870	-5%
WW	13,079	32%
TJ	12,979	-5%
LO	11,435	2%
JM	10,753	-6%
GF	9,146	-7%
MW	8,590	-7%
AS	785	-10%
FCPL	439,107	-4%

* Estimate

¹For FY2015 there was a change in methodology to only include customer transactions. Previously this this number had captured transactions related to internal branch processs and new items distributed from Technical Operations.

Monthly Statistical Snapshot June 2015

	June		Year-to-date	
Customers				
Program Attendance	11,808		143,205	
Database Usage	113,428		1,493,155	
Collection:				
Check In / Check Out	660,860	1,075,037	7,779,415	12,209,297
In-house Use	103,845		1,022,354	
Transfers In / Out	11,116	11,116	135,304	154,693
Discards by Category:	15,219		164,495	
Damage	62%		65%	
Lease	11%		7%	
Inaccurate	5%		7%	
Low Demand	13%		7%	
Magazines	8%		13%	
Community				
Early Literacy Outreach Office:				
Number	93		1,567	
Attendance	1,689		29,488	
Technology				
Internet SignUps ¹	123,410		878,232	
WiFi Usage:				
Client Count	230,966		2,580,551	
Website:				
Visits	422,155		4,757,428	
Catalog Logins	939,454		9,839,718	
Remote Renewals ²	298,501		3,845,625	

¹ With the changeover to SAM, the way FCPL tracks Internet usage has changed. Beginning with the January Statistical Snapshot, FCPL will track 'Internet sessions' which is the number of 30min periods where an individual was using a public Internet PC. Consequently, any comparison between Pharos Internet signups and SAM Internet Sessions would be misleading.

² Remote Renewals includes renewals performed by customers via the online catalog, library apps or the automated call-in line.

Monthly Statistical Snapshot

FY2015 Year-End Summary

Site	Circulation	
	FY2015	% Change ¹ Cumulative FY14 - FY15
OverDrive	1,052,584	30%
RR	690,665	-11%
CH	626,322	-11%
PO	564,562	-9%
CE	512,939	-12%
GM	473,136	-13%
FX	472,626	-10%
KP	375,116	-12%
PH	368,585	-12%
TY	357,840	-14%
SH	333,131	-13%
DM	292,059	-11%
OK	276,714	-7%
BC	240,601	-11%
RB	225,913	-12%
KN	219,520	-11%
TJ	205,025	-14%
HE	177,674	-10%
JM	163,349	-17%
MW	160,966	-12%
LO	127,314	-17%
GF	121,410	-14%
WW	50,721	3%
AS	23,219	N/A
FCPL	12,095,926	-6%

Site	Door Count	
	FY2015	% Change Cumulative FY14 - FY15
FX	492,609	-13%
RR	423,437	-4%
PO	336,344	-3%
CH	336,019	2%
CE	325,181	-5%
GM	303,819	-5%
SH	262,019	-6%
TY	250,328	-6%
PH	216,137	-3%
KP	212,863	-3%
RB	189,490	1%
DM	177,443	-5%
KN	155,102	-4%
BC	154,109	9%
HE	151,332	6%
OK	148,303	-5%
TJ	145,484	-5%
LO	117,486	2%
JM	116,462	-6%
MW	103,684	-7%
GF	101,982	-7%
WW	84,768	32%
AS	9,644	-10%
FCPL	4,814,043	-4%

¹For FY2015 there was a change in methodology to only include customer transactions. Previously this this number had captured transactions related to internal branch processs and new items distributed from Technical Operations.

Memorandum

August 10, 2015

To: Library Management Staff

From: SM
Doug Miller, SP&CRS
Martha Sue Hess, SP&CRS

Subject: Monthly Statistical Snapshot, July 2015

Attached is the monthly statistical snapshot for July 2015.

- Friday July 3 and Sat July 4 all library branches and offices were closed in observance of Independence Day.
- Circulation for FY2016 is 1% below FY2015 levels
- Library visits for FY2016 are 7% below FY2015 levels.
- Several branches experienced power outages, phone problems, and computer issues during the month.

Please call Strategic Planning and Customer Research Services if you have any questions.

Monthly Statistical Snapshot

July 2015

Site	Circulation	
	July	% Change Cumulative FY15 - FY16
OVD	110,296	33%
RR	68,372	-3%
CH	64,100	-5%
PO	57,526	-8%
CE	54,128	-6%
FX	49,323	-4%
GM	44,312	-11%
KP	42,261	6%
PH	38,971	4%
TY	34,638	-5%
SH	32,853	-10%
DM	29,201	-4%
OK	26,921	-5%
BC	26,627	-2%
RB	23,918	-2%
KN	23,546	8%
TJ	19,953	-9%
HE	18,047	-7%
JM	16,255	-5%
MW	16,172	-1%
LO	13,074	-9%
GF	11,439	-11%
WW	8,960	124%
AS	2,067	-1%
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FCPL	1,190,542	-1%

Site	Door Count	
	July	% Change Cumulative FY15 - FY16
FX	42,447	-22%
RR	40,717	-4%
CE	33,205	-4%
PO	31,853	-14%
CH	30,844	* -6%
SH	25,915	-5%
GM	24,223	-20%
KP	23,212	* 9%
TY	22,417	-11%
PH	20,972	-8%
DM	17,553	-5%
RB	16,999	-4%
HE	16,635	22%
BC	16,073	* -25%
KN	15,854	1%
WW	15,661	126%
TJ	14,194	-6%
OK	13,769	-6%
LO	12,666	* -6%
JM	10,289	-8%
MW	9,171	* -8%
GF	8,723	-12%
AS	846	-0.2%
FCPL	464,238	-7%

* Door Count is an estimate

Monthly Statistical Snapshot

July 2015

	July		Year-to-date	
Customers				
Program Attendance *	17,150		17,150	
Database Usage	463,048		463,048	
Collection:				
Check In / Check Out	746,663	723,653	746,663	746,663
In-house Use	116,205		116,205	
Transfers In / Out	9,173	9,173	9,173	9,173
Discards by Category:	16,698		16,698	
Damage	61%		61%	
Lease	7%		7%	
Inaccurate	9%		9%	
Low Demand/Overstock	17%		17%	
Magazines	6%		6%	
Phone Renewal	12,104		12,104	
Community				
Early Literacy Outreach Office:				
Number *	55		55	
Attendance *	1,025		1,025	
Technology				
Internet Sessions	126,562		126,562	
WiFi Usage:				
Client Count	244,927		244,927	
Website:				
Visits	456,922		456,922	
Catalog Logins	849,290		849,290	
Remote Renewals	356,910		356,910	

* Data unavailable in time for issuing this report. An estimate is provided for this statistics that will be updated as soon as the data becomes available.

Memorandum

September 10, 2015

To: Library Management Staff

From: Doug Miller, ^{SP}SP&CRS
Martha Sue Hess, SP&CRS

Subject: Monthly Statistical Snapshot, August 2015

Attached is the monthly statistical snapshot for August 2015.

- JM - Monday August 24 the library closed at 8pm due to a situation with the lights in their parking lot.
- Circulation for FY2016 is 1% ahead of FY2015 levels
- Library visits for FY2016 are 3% below FY2015 levels.
- Several branches experienced power outages, phone problems, and computer issues during the month.

Please call Strategic Planning and Customer Research Services if you have any questions.

Monthly Statistical Snapshot

August 2015

Site	Circulation	
	August	% Change Cumulative FY15 - FY16
OVD	110,991	31%
RR	63,984	-1%
CH	60,567	-1%
CE	48,749	-4%
PO	47,097	-11%
FX	46,956	-1%
GM	42,780	-7%
KP	38,295	6%
PH	35,027	4%
TY	32,627	-3%
SH	30,566	-6%
DM	28,256	0%
OK	26,973	0%
BC	25,920	3%
RB	22,173	1%
KN	20,902	7%
TJ	19,059	-6%
HE	15,913	-6%
JM	14,995	-6%
MW	14,945	0%
LO	12,258	-7%
GF	11,534	-10%
WW	8,121	122%
AS	1,982	8%
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FCPL	1,155,029	1%

Site	Door Count	
	August	% Change Cumulative FY15 - FY16
FX	43,506	-16%
RR	41,768	1%
CE	33,327	* -2%
CH	30,782	* -2%
PO	29,690	-14%
KP	25,848	16%
GM	24,788	-17%
SH	24,341	-5%
TY	22,899	-9%
PH	20,000	-8%
RB	17,428	* -2%
DM	17,021	-2%
BC	17,006	-7%
KN	15,306	4%
HE	14,555	16%
TJ	14,381	-1%
WW	14,028	128%
OK	13,734	-3%
LO	11,914	* -7%
JM	9,975	-9%
MW	8,644	-10%
GF	8,226	-13%
AS	783	0%
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FCPL	459,950	-3%

* Door Count is an estimate

Monthly Statistical Snapshot

August 2015

	August		Year-to-date	
Customers				
Program Attendance *	12,025		29,175	
Database Usage	510,602		973,650	
Collection:				
Check In / Check Out	767,606	670,592	1,514,269	1,394,245
In-house Use	102,169		218,374	
Transfers In / Out	10,628	10,628	19,801	19,801
Discards by Category:	21,393		38,091	
Damage	61%		61%	
Lease	9%		8%	
Inaccurate	13%		11%	
Low Demand	11%		14%	
Magazines	6%		6%	
Phone Renewal	10,809		22,913	
Community				
Early Literacy Outreach Office:				
Number *	52		107	
Attendance *	927		1,952	
Technology				
Internet SignUps	132,017		258,579	
WiFi Usage:				
Client Count	236,207		481,134	
Website:				
Visits	437,791		894,713	
Catalog Logins	920,789		1,770,079	
Remote Renewals	373,446		730,356	

* Data unavailable in time for issuing this report. An estimate is provided for this statistics that will be updated as soon as the data becomes available.

Incident Report

July 2015

Branch	Type of Incident	Number of Incidents	Brief Description
CE	Verbal Abuse	1	Customer shouting obscenities at another customer
	Trespassing *	1	Banned customer escorted out by police
FX	Substance Abuse *	1	Customer seemed to be intoxicated
	Verbal Abuse	1	Customer cursing and threatening another customer
	Disruptive Behavior *	1	Customer creating disturbance became verbally abusive when asked to leave
	Building Emergency *	1	Fire alarm forcing evacuation of the building
RR	Customer in Distress *	1	Customer w/medical issue transported to hospital
	Theft of Library Materials	1	Six empty DVD cases found
	Mental Illness *	1	Customer screaming and ranting over lost wallet
	Customer Complaint	1	Complaint about a pile of feces near trash can in front of library
SH	Customer in Distress *	1	Customer w/medical issue
	Mental Illness *	4	All for the same customer spitting on desks and in books
	Vandalism *	1	Bench outside the library was destroyed
TY	Parking Lot	1	Accident in staff parking; Meeting room attendees arguing about their right to park in staff lot
	Theft of Library Materials	1	Five empty DVD cases found;
GF	Customer Complaint	1	Parent upset that child was relocated during a program due to disruptive and intimidating behavior
KP	Suspicious Activity *	1	Customer witnessed something outside the library, called police
	Building Emergency *	1	Fire alarm sounding when staff arrived
	Parking Lot *	2	Customer drove over curb damaging grounds and signage; USPS truck struck another car
KN	Theft of Library Materials	2	Customer checked out an empty CD case; Other empty CD cases found
	Building Emergency *	2	Water leak from another storefront; Standing water by emergency exit door
	Disruptive Behavior	1	Customer removing library stickers from books
	Found Personal Property	1	Laptop, other belongings left behind at closing (claimed next day)
LO	Suspicious Activity	1	Boy found with girl in girl's restroom
	Disruptive Behavior *	1	Boy creating disturbance became verbally abusive when asked to leave
	Verbal Abuse	1	Parent of disruptive child became verbally abusive
OK	Customer Injured	1	Small boy was hit in the head by the automatic door
	Trespassing *	1	Banned customer escorted out by police
	Verbal Abuse	1	Customer became irate when repeated attempts to assist her printing from her own computer were not successful
PH	Verbal Abuse *	1	Customer angry about Internet access
RB	Found Personal Property	1	Two grocery bags left in public area
	Customer Injured *	1	Customer arm trapped when automatic door closed too quickly

TJ	Trespassing	1	Banned customer asked to leave
	Customer Injured	1	Three year-old child running, hit head on shelf, small cut
	Theft of Library Materials	2	Two incidents of missing DVDs/CDs
	Theft of Personal Property	1	Items stolen from customer's car while in the library
WW	Customer Injured	1	White board fell from wall striking two children and one adult
	Building Emergency *	2	Fire alarm pulled twice within an hour by 12-14 year-old boy
TO	Building Emergency *	1	Power outage and computer issues

Total Incidents July 2015

47

* Police, Fire Department, or FMD notified

Incident Report

August 2015

Branch	Type of Incident	Number of Incidents	Brief Description
CE	Theft of Personal Property	3	Customer cell phone stolen; Customer laptop stolen; Customer iPhone stolen
	Parking Lot	1	Fender bender
CH	Staff Injured	1	Page Manager burned arm on toaster in staff room
	Parking Lot	1	Fender bender
	Vandalism	1	Graffiti in men's restroom
FX	Substance Abuse *	1	Customer appeared to be intoxicated
GM	Personal Property Found *	1	Shopping cart w/iPad and resume' found next to building
	Customer Injured *	1	Young boy shocked by exposed outlet
	Trespassing *	1	Evidence of someone living in the attic
PO	Suspicious Activity	1	Tutor reported feeling uneasy about an Internet user who approached her in the parking lot
	Building Emergency *	1	Fire alarm sounded
	Child Unattended *	1	Young girl asking customers for a ride home
RR	Customer in Distress *	2	Customers w/medical issues transported to hospital
	Vandalism	2	Feces behind and smeared on the book drop
	Trespassing *	1	Banned customer on library property
	Customer Injured	1	Elderly customer tripped in front of branch
SH	Sexual Misconduct *	1	Customer masturbating in public area
	Customer in Distress	1	Customer's fell after knee gave out
TY	Substance Abuse *	1	Customers drinking behind the building
DM	Mental Illness	2	Customer concerned about safety of children in the neighborhood became agitated; homeless man being disruptive
	Trespassing *	1	After being asked to leave the branch, customer returned
KN	Parking Lot	1	Fender bender
	Building Emergency *	1	Water leak from storefront above flooded the building
LO	Theft of Library Materials	2	Empty DVD cases found; Five more empty DVD cases found
OK	Found Personal Property *	1	Child's bicycle left at branch
RB	Internet *	1	Customer's bank account hacked
	Mental Illness	1	Customer concerned about her resume' being hacked
	Camping	1	Evidence of camping in the rain garden
TJ	Disruptive Behavior	2	Young boys tampering with staff and Internet PCs
	Weapons *	2	Boys pointing laser pointer at staff; Police removed young man involved in previous incident
	Customer Injured	1	Two-year old boy cut finger on sliding door
	Theft of Library Materials	1	Empty DVD case reported by customer

WW	Police Activity	1	Law enforcement informing staff of an armed robbery that occurred outside the branch the previous evening after closing
	Parking Lot *	1	Complaints about kids skateboarding in front of the branch
	Disruptive Behavior *	1	Customer exposed himself when asked to leave

Total Incidents August 2015	43
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* Police, Fire Department, or FMD notified

Incident Report

September 2015

Branch	Type of Incident	Number of Incidents	Brief Description
CE	Theft of Personal Property *	1	Customer iPhone 5 was stolen;
CH	Customer Injured	1	Child fell from the sofa bumping his head.
FX	Verbal Abuse *	1	Customer became verbally abusive when asked to move belongings so others could use public computers.
	Trespassing *	2	Banned customer entered library; Banned customer entered library.
	Sexual Misconduct *	1	Customer masturbating in children's area.
	Customer Injured	1	Child fell against shelving in children's area.
GM	Disruptive Behavior	1	Customer threw change for fine on desk and stomped out.
RR	Theft of Library Materials	1	Eight empty DVD cases found.
	Customer in Distress *	1	Customer requested medical attention.
	Mental Illness *	2	Customer agitated and argumentative; Customer threatening behavior.
	Building Emergency *	1	All public toilets overflowing.
	Staff Injured	1	Library Aid tripped over keyboard cord.
	Verbal Abuse *	1	Customer became irate when his belongings were moved behind the desk after he left the library.
	Camping	1	Individual was sleeping next to the front door before opening.
	Disruptive Behavior	1	Customer sleeping outside by the quiet study room.
SH	Parking Lot	1	Fender bender.
	Mental Illness	1	Customer complained another customer threw some sort of "black magic" on her.
	Vandalism	1	Cover of periodical was defaced with homophobic writing.
TY	Theft of Library Materials	1	Six empty DVD cases found.
	Verbal Abuse	1	Customer unhappy with the meeting room use policy.
BC	Customer Injured	1	Customer walked into support pillar and fell.
DM	Theft of Personal Property *	1	Customer reported that her wallet had been stolen.
	Parking Lot *	1	Customer called police reported her car broken into.
HE	Theft of Library Materials	1	Two empty DVD cases found.
KP	Parking Lot *	2	Fender bender; Another fender bender;
	Building Emergency *	1	HVAC not working and scent of gas;
KN	Building Emergency *	3	Faulty A/C unit began leaking above the Circulation desk; Leak from HVAC system; another leak from ceiling;
	Theft of Personal Property	1	Unattended iPad stolen from quiet study room.
	Verbal Abuse	1	Customer became angry when confronted about eating in the library.
	Theft of Library Materials	1	Customer left without checking out book.
	Stalking *	1	Customer experienced unwanted attention while in the branch.
	Parking Lot	1	Fender bended.

LO	Trespassing *	1	Banned youth entered the library.
	Staff Member in Distress *	1	Staff member feeling chest pains.
RB	Mental Illness *	2	Customer's claimed staff person had struck her; Customer accused staff of calling the government to pass on personal information;
TJ	Disruptive Behavior	1	Customer eating, blocking entrance and filming staff,
	Trespassing *	1	Banned customer entered library.
	Vandalism	1	Multiple tables, chairs and wall streaked with permanent marker.
	Mental Illness *	1	Customer muttering and cursing possibly photographing staff.
WW	Disruptive Behavior *	1	Group of boys outside library flashed girls in conference room.

Total Incidents September 2015

46

* Police, Fire Department, or FMD notified